



Environmental Management System Pilot Program



EMS Development and Implementation Schedule

Task	Deliverable	Due Date
EMS Kick-off Workshop	Attendance	11/17-18/09
Conduct Gap Analysis	Completed Gap Analysis Homework	12/15/09
Designate EMR and Establish Core Team	EMR and Core Team Roster	12/15/09
Develop EMS Fenceline	Written Fenceline description	12/15/09
Develop Environmental Policy Statement	Written Policy Statement with proposed methods of communication and dates for implementation	12/31/09
Determine Objectives and Targets	Objectives and Target List	01/15/10
Quarterly Meeting	Attendance	01/26/10- tentative
Develop Action Plan based on Objectives and Targets. Identify key resources and additional needs.	Written Action Plan added to Objectives and Targets List	02/25/10
Develop methods for gathering data on metrics and procedures for monitoring progress and implement	Written Monitoring Procedure	03/15/10
Identify Legal and Other Requirements	Legal and Other Requirements List	04/15/10
Identify Environmental Activities and Impacts	Impacts List (including Significant Impacts)	04/15/10
Quarterly Meeting	Attendance	TBD- Apr '10
Identify Internal and External Communication, Training and Awareness, and Tracking of Communication Requests	Written Communication Procedure	06/01/10
Compile information and write draft Annual Compliance Report	Draft Annual Compliance Report	07/15/10
Quarterly Meeting	Attendance	TBD- Jul '10
Develop assessment process and implement	Written Assessment Procedure/Assessment Results	09/01/10
Revise and finalize Annual Compliance Report	Final Annual Compliance Report	09/01/10
Reevaluate the EMS progress based on Monitoring and Assessment. Develop appropriate modifications for continual improvement.	Record of Reevaluation Results and Proposed Modifications	10/15/10
Final Quarterly Meeting	Attendance	TBD- Oct '10